



Regional Advisory No. 13, s. 2020
May 29, 2020

In compliance with DepEd Order (DO) No. 8, s. 2001,
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

WEBINAR ON DIGITAL LITERACY FOR TEACHERS

This is to advise teachers of DepEd Caraga to participate in the webinar on digital literacy for teachers facilitated by Department of Information and Communication Technology (DICT) on June 1-3, 2020 (2-4 PM) and June 5, 2020 (10-11 AM). The main goal of the activity is to help teachers to transition towards a digital learning.

For details of the webinar, please see attached invitation letter from DICT. Interested teachers should confirm their participation to this link: <https://forms.gle/PpQYMTSQ5Kaqve6g7>. Please contact Mr. Jess Batoon (jess.batoon@dict.gov.ph) for additional queries

For information, guidance and compliance

ICTU/mma
05/29/2020



2020-05-5488

DCC No. DepEdRO13-F-008/R3/2-18-2020

5/29/20
Ms. Y. Paraguirre,
Please make a RA.
All the best,
Jen



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

27 May 2020

FRANCIS CESAR B. BRINGAS, CESO V
OIC Regional Director
Department of Education - Caraga Region
J. Rosales Avenue, Butuan City

Dear **Dir. Bringas**,

Greetings!

The Department of Information and Communications Technology (DICT) is mandated as the primary policy, planning, coordinating, implementing, and administrative entity of the Executive branch of the government that will plan, develop, and promote the national ICT development agenda. One of our main thrusts is to provide an inclusive and thriving ICT environment focused on developing the countryside.

One of our projects under countryside development is **Technology Empowerment for Education, Employment, Entrepreneurship & Economic Development (Tech4ED)** which aims to provide and develop innovative ICT-enabled services and content for the socio-economic development of communities.

In light of the current challenge faced by our country on the Coronavirus disease (COVID-19) pandemic, our office will be conducting webinar **aimed at helping our teachers in different public schools, state universities, and colleges to transition towards a digital learning setup**, next week June 1-3, 2020 (2-4PM) and June 5, 2020 (10-11AM) via Google Meet.

This will be the schedule:

- June 1 – Productivity tools and online teaching essentials;
- June 2 – Graphic design with Canva and exploring free and open source educational tools for teachers; and
- June 3 – Basic troubleshooting, and cybersecurity for teachers: online privacy, safety, and security.
- June 5 - Special Webinar: Google Form and Quizzes

We will be in correspondence with your good office for your confirmation. Should you have any queries about the online training, feel free to contact our Tech4ED Focal Person, Jess A. Batoon via email jess.batoon@dict.gov.ph. To confirm your participation, please consider registering online at <https://forms.gle/PpQYMTSQ5Kaqve6q7> no later than 29 May 2020.

Attached is the 4-day training module.

We look forward to your positive response.

Sincerely yours,

Date:
2020.05.27
08:21:55
+0800

EVAMAY C. DELA ROSA, MSIT, ITIL
OIC, Office of the Regional Director

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Digital Literacy Training for Teachers
Training Outline:

Day 1

Productivity Tools and Online Teaching Essentials

Productivity Tools

- Mail Merge
- Functions, and Relative and Absolute References

Online Teaching Essentials using GSuites

- Track Important Schedules and Deadlines (Calendar)
- Collaborate on Documents Online (Docs, Sheets, Slides)
- Keep Files and Data Together in a Single Online Repository (Drive)
- Create Polls, Quizzes, Surveys (Forms)
- Create Simple Websites Collaboratively (Sites)
- Conduct Virtual Trainings, Meetings, and Classes (Hangouts, Meet, Classroom)

Day 2

Graphic design using Canva and Exploring Free and Open Source Educational Tools for Teachers

Canva for Education

- Everyone will be able to create an account
- Learn about how Search works
- Learn about Layouts
- Learn about Text options
- Learn about Backgrounds options
- Learn how to upload your own images into your Canva design
- Create an infographic

Bonus: Steps creating a classroom in Canva (with the use school email) and steps in collaborating G-classroom in canva.

Free and Open Source Educational Tools for Teachers

A. Introduction to text-to-speech

- Balabolka
- Word Talk
- Text2Speech

B. Exploring Free Photos for Educational Use

- Public Domain Pictures
- Free Images
- 4 Free Photos

C. Exploring Screen Mirroring Apps



Day 3

Basic Troubleshooting, and Cybersecurity for Teachers: online privacy, safety, and security

Basic Troubleshooting:

- Problem: Power button will not start computer
- Problem: An application is running slowly
- Problem: An application is frozen
- Problem: All programs on the computer run slowly
- Problem: The computer is frozen
- Problem: The mouse or keyboard has stopped working
- Problem: The Monitor won't display and Speakers has stop working
- Problem: PC keeps disconnecting from WiFi
- Problem: Printer is not printing certain lines
- Fix Common Projector Issues

Cybersecurity for Teachers

- Maintain Privacy of your Students while doing Remote Learning
- Creating Strong and Storing Passwords
- E-learning Cybersecurity Risks